



Job Posting

Posting & Application Period:
October 7 to October 23, 2015 (by 5 pm)

Journeyman Pressman

DEPARTMENT: Legislative Service Bureau (LSB) – Legislative Printing Division
STATUS & HOURS: Full-Time – 37.5 hours per week | 7:00 am - 3:00 pm, Monday - Friday
MINIMUM PAY RATE: \$26.43 per hour based on 10-1-15 Union Contract
JOB LOCATION: LSB Print Shop, 3350 Ranger Road, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This individual is responsible for operating sheet-fed and web offset printing presses for the LSB Printing Division. Presses include several multi-color sheet-fed/perfecting presses of various sizes, a 35" cold-set two tower web press with an inline sheeter, and a Halm-Jet envelope press. The work is performed under the immediate direction of a foreman and under the general supervision of a division director. Job duties include, but are not limited to:

1. Sets up printing presses for daily production, including operating, adjusting and monitoring printing presses.
2. Continually performs inspections throughout the production run and adjusts for quality.
3. Enters job information into the computerized Print Management System for job tracking and inventory relief.
4. Performs regular preventive maintenance on presses. Troubleshoots and performs minor repairs as needed.
5. Adheres to and promotes all safety policies and procedures.
6. Maintains a neat and clean work area at all times.
7. Ability to contribute new ideas for improvement to quality, productivity, general workplace safety and teamwork.

MINIMUM QUALIFICATIONS and ABILITIES

- Must possess high school diploma or GED Certificate.
- Must be in good physical condition to lift 40 to 50 pounds repetitively with ability to stand, stoop, kneel and bend.
- Must be a team player with good interpersonal and problem-solving skills.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays.
- Knowledge of occupational hazards and necessary safety precautions involved with operating printing presses.
- Excellent work attendance and punctuality a must.
- Thorough knowledge of commercial printing concepts and practices.
- Strong mechanical aptitude required.
- Ability to understand and carry out oral and written instructions.
- Must be able to work efficiently under pressure and tight deadlines. Strong attention to detail required.
- Must be physically able to perform the essential functions of the position.
- Experience preferred but not necessary in foil stamping and embossing.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following two items as separate attachments in their online application: 1) cover letter outlining interest and qualifications, and 2) resume. **The deadline to apply is 5 pm on Friday, October 23, 2015.** Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS and INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. The LSB's Legislative Printing Division is a union shop that provides composition and printing services for the production of legislative materials. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.